

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAnnouncements.aspx>

Announcement No. **71-15**

Date: 29 Oct 15

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCEPTED *****
For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日の16:30までに人事部日本人雇用係（キャンプフォスター建物番号495、2階）に提出して下さい。**不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。**提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係（645-3370）までご連絡下さい

メール/FAXでの応募は受け付けておりません。Fosterのパスがない方は Air Force/Navy HRO に提出下さい。

PWO #: 107	Position title: Recreation Assistant, #343, BWT-1, Grade-3	
IHA F/T Permanent	Number of position(s): 1	Location: Foster
Organization: MCCA Div, Business Ops Br, Retail Sec, Foster Custom Shop & Framing		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内に雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 5 Nov 15
Summary of duties: Responsible for assisting in the daily operation of Foster Framing and/or Custom Shop. Serves as a central source of information to visitors and patrons regarding programs and services offered. Responsible for scheduling of product delivery due dates for each order accepted and ensuring that information is relayed to the appropriate personnel as well as ensure completion dates are met. Provides World Class Customer Service with an emphasis on courtesy, assisting customers and communicating positively in a friendly manner. Asks questions to determine, verify and solve problems. Alerts management for help when problems arise. Required to monitor the front counter at all times, safeguarding all custom frames and other related merchandise. Frequently ensures the countertops are clean and organized. Ensures the store is clean and organized as well as secure at close of business. Assists in performing sales clerk duties, to include working with cash registers, and preparing daily activity reports for the facility. Upon management request, helps assist with preparing and fabricating of custom order frames and/or shifts. May be requested to assist with administrative duties such as data entry, receiving reports...etc, and any other related tasks as assigned. Helps assist in the monthly and year end merchandise inventory counts. Supports Foster Framing function in providing assistance in the preparing of and during the special sales and events, as directed by the supervisors. Performs other related or incidental duties as assigned by the Facility Manager.		
Qualification Requirements 資格条件 1. Ability to communicate in English orally and in writing (Must be at the LAD-2 level) 2. Ability to use Microsoft Word and Excel spreadsheet 3. Highly skilled in time management, problem solving and working with minimum supervision Work Schedule: Tue – Sat, 1000-1900		
Required documents 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses		必要書類: 1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表 2. 免許証・終了証のコピー

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週間程度は非通知拒否設定を解除していただくようご協力お願いします。